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Maintenance

**MAINTENANCE AND MANAGEMENT  
RESPONSIBILITIES FOR AEROSPACE  
GROUND EQUIPMENT****COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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The purpose of this instruction is to provide procedures for effective management of powered and non-powered aerospace ground equipment (AGE) and to ensure effective accomplishment of required maintenance. This directive is applicable to all AGE users, custodians, managers, and staff agencies in the 89th Airlift Wing. (Reference AFI 21-101, *Maintenance Management of Aircraft*, AFMAN 23-110V2, *USAF Supply Manual*, TO 00-20-7, *Inspection System, Documentation, and Status Reporting for Support and Training Equipment*, and other applicable AGE technical orders.)

1. Terms Explained. The below listing of terms is to identify those areas not covered in TO 00-20-7:
  - 1.1. Organizational Support Equipment. Equipment assigned to a specific shop and/or support function in accordance with (IAW) appropriate table of allowance.
  - 1.2. Pooled AGE. Equipment assigned to and pooled in a specific area on the flight line and dispatched on a daily basis (i.e., north and south transient ready lines and common non-powered AGE throughout the flight line).
  - 1.3. Permanently Dispatched AGE. Equipment which is not routed through the owning or maintaining work center on a daily basis and remains dispatched to a using activity (i.e., powered AGE dispatched to 89<sup>th</sup> Communications Group, permanently installed motor generators).
2. Procedures:
  - 2.1. Equipment operators/users will perform a user's inspection of all powered/non-powered AGE prior to each operation/use. This inspection will consist of a review of the equipment forms for current status, a visual inspection for defects, and a check for adequate servicing IAW TO 00-20-7. Documentation will be accomplished as follows:
    - 2.1.1. Equipment operators/users will enter discrepancies discovered during the operator/user inspections and equipment operations on the AFTO Form 244, System/Equipment Status Record. Enter in part V of the AFTO Form 244, the appropriate date, employee number, office symbol, and discrepancy.

2.1.2. Equipment operator/users will notify the flight line expeditor of any discrepancy, which renders the equipment unserviceable. At that time, the flight line expeditor will notify the owning/maintaining work center to ensure the discrepancy is corrected.

2.2. Inspection/Maintenance. Servicing inspections, scheduled inspections, lubrication, adjustments, and replacement of parts and assemblies on organization equipment will be performed and documented by the owning/maintaining activity.

2.2.1. Servicing inspection on permanently dispatched equipment will be performed at least weekly and documented by the activity to which the equipment is dispatched.

2.2.2. Intermediate-level maintenance on organizational equipment will be performed by the allied shop that has the repair capability (i.e., AGE, electric, pneudraulics, welding, etc.). The maintaining work center will be responsible for initiating a repair work order through production scheduling as appropriate.

### 3. Management:

3.1. All users, custodians, and managers are responsible for proper utilization, care, and safeguarding of equipment. Equipment abuse will be reported to the individual's supervisor or activity responsible for the equipment.

3.2. The specific equipment custodian owning or maintaining work center is responsible for ensuring the serviceability, proper documentation, and adherence to maintenance schedules on their assigned equipment.

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